



Common Origination and Disbursement COD Processing Update

December 22, 2006

Direct Loan Program

COD News

NEW!

COD Processing Update Posting Schedule for December 25, 2006 (12/22/06)

On Monday, December 25, 2006, the COD Processing Update will not be updated or posted on the [COD Web site](#). Today's document will remain posted on the COD Web site until we post a new COD Processing Update on Tuesday, December 26, 2006.

COD Holiday Schedule for December 25, 2006 and January 1, 2007 (12/15/06)

The COD School Relations Center will be closed on Monday, December 25, 2006, in observance of the Christmas Day Federal holiday. The COD System will accept and process data from schools and send back responses/acknowledgements on December 25th, but schools will not be able to receive any Federal funds on that day. Requests for changes in funding levels and for funds will not be processed until Tuesday, December 26, 2006.

The COD School Relations Center will be closed on Monday, January 1, 2007, in observance of the New Year's Day Federal holiday. The COD System will accept and process data from schools and send back responses/acknowledgements on January 1st, but schools will not be able to receive any Federal funds on that day. Requests for changes in funding levels and for funds will not be processed until Tuesday, January 2, 2007.

Further information regarding Christmas Day and New Year's Day processing, funding impact, and customer service hours for COD and other Federal Student Aid/Department of Education call centers is available in an Electronic Announcement on the [IFAP Web site](#).

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2007-2008 COD Technical Reference Now Available (12/22/06)

The 2007-2008 COD Technical Reference December 2006 Updates are available on the [IFAP Web site](#). The 2007-2008 COD Technical Reference consists of multiple volumes that contain development information for the 2007-2008 Award Year. For a complete list of updates, refer to the "0708 COD Technical Reference December 2006 Change Tracking Log." If you have any questions regarding information contained in this document, please contact the COD School Relations Center.

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Federal Student Aid Delayed in Delivery of Files to COD System [12/20/06 (Updated 12/21/06)]

As previously reported, Federal Student Aid discovered an issue that caused a delay in the delivery of approximately 3,000 files sent by schools to the COD System via the Student Aid Internet Gateway (SAIG) during the period December 19-20, 2006. Federal Student Aid resolved the issue that caused this data transmission delay on December 20, 2006. COD processing of all affected files has been completed; however, funding may be delayed by one day. Federal Student Aid apologizes for any inconvenience caused by this unexpected data transmission delay.

HERA-Related Additional COD System Functionality Implemented (12/18/06)

COD is pleased to announce the implementation of additional COD System functionality during the period December 15-16, 2006. COD implemented the system changes described in the [Electronic Announcement posted on the IFAP Web site](#). This was the fourth release in a series of releases that have occurred since July 1, 2006 to implement provisions of the Higher Education Reconciliation Act of 2005 (the HERA), Pub. L. 109-171. Thank you for your understanding and patience while COD completed this important activity.

HERA Operational Implementation Guidance – Availability of EDEExpress for Windows 2006-2007, Release 4.0 (12/18/06)

Federal Student Aid is pleased to announce the availability of EDEExpress for Windows 2006-2007, Release 4.0 on the U.S. Department of Education's [Federal Student Aid Download \(FSAdownload\) Web site](#). Release 4.0 is the second of three planned EDEExpress 2006-2007 enhancement releases that implement provisions of the Higher Education Reconciliation Act of 2005 (the HERA), Pub. L. 109-171. Release 4.0 also resolves several EDEExpress software issues present in the Application Processing, Pell, and Direct Loan modules.

The complete Electronic Announcement regarding Release 4.0 is available on the [IFAP Web site](#).

Upcoming SAIG Message Class File Update (12/12/06)

On December 15, 2006 the Student Aid Internet Gateway (SAIG) sent out the message class "MESSAGTB" to all user mailboxes. EDconnect will automatically request, download, and import this new message class table with your next connection to the SAIG network. Once the MESSAGTB file has been imported, the new message class table will be used from that point forward.

The new message class table will add 2006-2007 Academic Competitiveness Grant (ACG) and National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) message classes for the Common Origination and Disbursement (COD) System. Some of the new message classes will be in use now. Other new message classes, related to ACG and National SMART Grant reports, will be in use after the April 14, 2007 implementation of 2007-2008 COD System functionality.



Common Origination and Disbursement COD Processing Update

Detailed information about the new message class table has been sent to schools' SAIG mailboxes and is posted as an Electronic Announcement on the [IFAP Web site](#).

NEW!

Unlocking and Resetting COD Web Site Passwords (12/22/06)

COD would like to remind COD Web site users that Security Administrators (COD Web site User Level 5) are able to unlock and reset passwords for the users (User Level 1-4) they established at their school or organization. However, if the Security Administrator needs his or her password unlocked or reset, the Security Administrator must contact the COD School Relations Center.

In order to unlock users, a Security Administrator should log in to the [COD Web site](#) and complete the following steps:

- Step 1: From the Welcome to Common Origination & Disbursement Web Site screen, click on the User tab on the blue bar at the top of the screen. The User Search screen displays.
- Step 2: Enter the search criteria for the user and click on the submit button at the bottom of the User Search screen. The Search Results screen displays and lists users that match the search criteria.
- Step 3: On the Search Results screen, select the name of the user that needs to be unlocked. The User Information screen displays.
- Step 4: Click on the Modify button at the bottom of the User Information screen. The Update User Profile screen displays.
- Step 5: The Locked Out box on the Update User Profile screen contains a checkmark. Click on the Locked Out box to remove the checkmark.
- Step 6: If a new temporary password is not needed, skip this item and go to Step 7. If a new temporary password is needed, enter the new temporary password in the New Password field. Then re-enter the new password in the Re-enter New Password field to confirm. The user will need to change this password to one of his or her choosing.
- Step 7: Click on the submit button at the bottom of the Update User Profile screen. The Update Your Profile screen displays.
- Step 8: On the Update Your Profile screen, click on the Submit button to confirm the updates made to the user's profile.

This information is also posted on the COD Web site in a document entitled "Unlocking And Resetting COD Web Site Passwords." To access the document *before* you log in to the Web site, click on the "Click here if you are looking for more information on Common Origination and Disbursement" Link. To access the document *after* you log in to the Web site, click on the "Today's Update" link at the bottom of the page.

Schools can refer to the Electronic Announcement on the IFAP Web site, <http://www.ifap.ed.gov/eannouncements/0201UpdatedCODWebsiteSchools.html>, for information regarding COD Web site access. Third party servicers can refer to the Electronic Announcement on the IFAP Web site at <http://www.ifap.ed.gov/eannouncements/UpdatedCODWebsiteThirdPartyServ.html>.



Common Origination and Disbursement COD Processing Update

Reports and Data Requests

NOTICES

This section contains important notices regarding reports and/or data requests. While we encourage you to review this section, note that some schools may not be impacted by the information presented below.

- Direct Loan Rebuild File—

Schools in need of this file should contact the COD School Relations Center.



Common Origination and Disbursement COD Processing Update

ACG, National SMART Grant, and Pell Grant Programs

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Inclusion of Citizenship Status Code in ACG and National SMART Records (12/21/06)

During the first week of Academic Competitiveness Grant (ACG) and National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) processing by the COD System, we have received questions related to the inclusion of citizenship status information when submitting ACG and National SMART Grant awards via Common Record batch processing and when creating ACG and National SMART Grant awards via the COD Web site. At this time, we provide the following clarification:

Citizenship Status Via Common Record Batch Submission

When submitting ACG and National SMART Grant awards to the COD System via the Common Record, the inclusion of a citizenship status code in the Person Block is optional for a school. If there is no citizenship status code in the Person Block, the COD System will pull the citizenship status from the Central Processing System (CPS).

If a school wants the COD System to use citizenship status based on documentation in its student files rather than the citizenship status determined through Free Application for Federal Student Aid (FAFSA) processing, the school must include the applicable citizenship status code in the Person Block of the Common Record. Additional information is available in Volume II, Section 1, “Implementation Guide,” of the [2006-2007 COD Technical Reference](#).

Note for EDEExpress Users: The External Origination Add/Change record layout for Pell Grant, ACG, and National SMART Grant awards does not contain a field for citizenship status. The citizenship status is part of the Demographic record in EDEExpress, not the Origination record. The Citizenship Status field on the Demographic record is populated with the value returned on the Institutional Student Information Record (ISIR).

When exporting a Pell Grant, ACG, or National SMART Grant record from EDEExpress, if the Citizenship Status field is populated on the Demographic record, it will be included in the CitizenshipStatusCode tag in the Person Block of the Common Record file (CRAA07IN). If the Citizenship Status field is blank on the Demographic record in EDEExpress, no citizenship status information will be sent to the COD System for that eligible student. If no CitizenshipStatusCode is sent, the COD System will pull the



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citizenship status from the CPS. If an EDEExpress user wants the COD System to use citizenship status based on documentation in its student files rather than the citizenship status on the ISIR, it must update the Citizenship Status field on the Demographic record before exporting the Pell Grant, ACG, or National SMART Grant Origination record from EDEExpress.

Citizenship Status Via COD Web Site Submission

When submitting ACG and National SMART Grant awards via the [COD Web site](#), a school must first determine if the eligible student has already been established in the COD System. If the student has already been established in the COD System, his or her citizenship status resides in the Person information stored in the COD System, and will not need to be provided again. If the student has not been established in the COD System, the school will first need to establish the student in the COD System. The school will enter Person information, including citizenship status that will then be stored in the COD System.

To create a new ACG or National SMART Grant award via the [COD Web site](#) for an eligible student who is established in the COD System, a school should log in to the [COD Web site](#) and complete the following steps:

- Step 1: From the Welcome to Common Origination & Disbursement Web Site screen, click on the Person tab on the blue bar at the top of the screen. The Person Search screen displays.
- Step 2: On the Person Search screen, enter the student's SSN and click on the Search button. The Person Info screen displays.
- Step 3: On the Person Info screen, click on the Create New Award button at the bottom right of the screen. The first Create Award screen displays.
- Step 4: On the first Create Award screen, select the award Type to be created and click on the Next button to the right of the drop-down box. The second Create Award screen displays.
- Step 5: On the second Create Award screen, complete all required fields and decide if a disbursement is to be created at this time. If a disbursement is to be created, go to Step 6. If no disbursement is to be created at this time, click on the Submit button at the bottom right of the screen. An online batch ID will be generated for the student's new award.
- Step 6: On the second Create Award screen, if a disbursement is to be created at this time, click on the Create New Disbursement button at the bottom of the screen. Complete all required fields and click on the Submit button at the bottom right of the screen. An online batch ID will be generated for the student's new award and disbursement(s).



Common Origination and Disbursement COD Processing Update

To create a new ACG or National SMART Grant award via the [COD Web site](#) for an eligible student who is not established in the COD System, a school should log in to the [COD Web site](#) and complete the following steps:

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- Step 2: On the Person Search screen, click on the Create New button at the bottom right of the screen. The Create Person screen displays.
- Step 3: On the Create Person screen, complete all required fields, including Citizenship, and click on the Create Award button at the bottom of the screen. The Create Award screen displays.
- Step 4: On the Create Award screen, follow steps 4, 5, and 6 outlined in the section above to create the new award and, if applicable, new disbursement(s).

Note for EDEExpress Users: EDEExpress users are strongly encouraged to create and originate ACG and National SMART Grant awards in EDEExpress and export them to the COD System via the Common Record (CRAA07IN) rather than creating/originating the awards via the [COD Web site](#).

If you need assistance with the submission of ACG and/or National SMART Grant records via batch processing or the [COD Web site](#), contact the COD School Relations Center.

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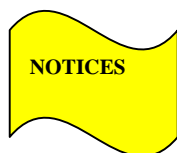


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Reports And Data Requests



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- Pell Year-to-Date (YTD) Records—

The YTD Record can be used to assist a school with its year-end and ongoing reconciliation processes. Schools also use the YTD Record for the purpose of rebuilding a complete student record or Pell Grant database.

- For rebuilds for the 2005-2006 and 2006-2007 Award Year, the school can submit the data request via the COD Web site or batch.
- For rebuilds for the 2004-2005 and earlier award years, the school must contact the COD School Relations Center by e-mail to CODSupport@acs-inc.com. The school should include "Pell YTD" in the subject line. If a school is unable to e-mail its request, it can contact the COD School Relations Center by phone.